



**Shenandoah Valley Hot Air Balloon & Wine Festival
at LONG BRANCH *Historic House and Farm*
October 16-18, 2009
Corporate Booth Space Application**

Company/Listing in Official Program as _____

Contact: _____ Phone: _____

Street Address: _____

City, ST Zip: _____

Email: _____ Website: _____

Describe items to be exhibited/activity: _____

Booth Description: _____

Electricity Requested: Yes No Voltage Requested: _____ Type of Prong: _____

I/We, on behalf of the participating group/organization, certify that the information furnished on the application is true, to the best of my knowledge, and represents the craftsmanship and/or quality of items to be represented at the Shenandoah Valley Hot Air Balloon, Wine & Music Festival. I further agree that any items deemed "inappropriate" by organizers of the event will be removed from the sales area, and that I will adhere strictly to the rules, conditions and guidelines of the Festival.

On behalf of the participating group, I/we hereby hold harmless/release the Festival, The Harry Z. Isaacs Foundation, Inc., Long Branch, their agents, and/or employees of any and all liability for damage, costs, injury or loss to any person or goods from any cause whatsoever, and further agree to indemnify the Festival/Foundation against any and all claims for damage, injury or loss arising out of or in connection with the use of the space or grounds in the Festival or the display and/or sale of any merchandise by it.

Signature

Date

APPLICATION PROCESS

- PLEASE READ THE ADMISSION REQUIREMENTS & CONDITIONS OF SHOW
- APPLICATION DEADLINE: May 4, 2009
- Please complete, sign, and return application
- Please retain a copy for your records.
- Reminder: Participants must furnish own tents, chairs, tables, and display fixtures. As much as possible, booths and tents should be open from two sides to accommodate customer traffic. We regret that we are unable to make arrangements for tents or any rental equipment for booths. We recommend Central Virginia Rental at 434.977.5915 or Grand Rental at 540.667.1400.

**LONG BRANCH *Historic House and Farm*
PO Box 241
Millwood, VA 22646
540.837.1856**

angie@historiclongbranch.com
www.historiclongbranch.com

- **DEADLINES:** APPLICATION DEADLINE IS May 4, 2009. As a reminder, space is extremely limited and not guaranteed until notified by an acceptance letter.
- **ACCEPTANCE:** Notification of acceptance OR non-acceptance will be mailed by June 1, 2009. The committee reserves the right to refuse any exhibitor application. Rejected applicants' booth space fee will be refunded. An accepted application with payment is a commitment to the Festival and **NO REFUNDS** will be issued.
- **BOOTH SPACE:** All spaces are located in grassy areas. The committee will try to accommodate special requests for space locations; however, requests are not guaranteed.
- **EQUIPMENT:** Exhibitors are responsible for providing their own tent/canopy and all equipment/supplies including tables, chairs, and display materials, etc., and are liable for delivery, handling, erection, and removal of displays. **Those sponsors requiring Long Branch staff to receive in your tent and other equipment is subject to a \$25 set-up fee. Prior notification of the delivery and payment must be provided a week before set-up or set-up will not be permitted.**
- **TAXES:** All exhibitors are responsible for collecting and reporting Virginia sales tax and any other taxes associated with their sales.
- **HOURS:** Booths are permitted, but not required, to open Friday from 4 pm to dusk, at no additional charge. Booths must be open and staffed at all times Saturday and Sunday from 9 am to 5:30 pm and may open as early as 7 am. Booth setup must be completed during/by the following hours: Thursday: noon – 5 pm; Friday: 9 am to noon; and Saturday: 6 am to 7 am. Anyone arriving late, leaving before closing, breaking down during show hours or entering show grounds without Festival organizers' consent will be refused entrance to the grounds and future Festivals.
- **PARKING & TRAFFIC:** Parking and traffic are not permitted in any show area after noon on Friday and after 7 am on Saturday and Sunday. Vehicles must be moved to participant parking lots immediately following unloading of merchandise and/or the above specified times. Traffic is not permitted in the show area each evening until approval is given by the Festival committee/security due to pedestrian traffic, which may be delayed until well after 7 pm. Close access is provided to areas for unloading/loading and must be planned around specified hours. It is highly recommended that all exhibitors break down/pack up items before bringing vehicles into the show area at the conclusion of the event. Vehicles remaining in the show area or non-designated parking areas during Festival hours as described above, without consent of event organizers/security, will be towed at owner's risk and expense. Participant parking will be located in the South lot (Gate # 3). Please be aware that this is approximately one quarter mile from the main Festival grounds. If loading/unloading is necessary during Festival hours, items must be transported by hand or dolly.
- **EXHIBITS** should be in keeping with the overall family-oriented event theme and all items displayed must be for sale. Exhibitors may only display/sell items approved and specified on application. Exhibitors may not transfer, let, sublet, share or sell their contracted space. Relocating/extending assigned space is prohibited without consent of Festival organizers. No solicitation by applicant/associates, or by the non-profit/information groups may be made. Participants are responsible for keeping their area and displays neat and clean during show hours, including clean up at the conclusion of the show.
- **INSURANCE:** It is required for each accepted participant to provide a Certificate of Insurance in the amount of no less than \$1,000,000 for each occurrence provided to Long Branch with your application. All Certificates of Liability Insurance must name The Harry Z. Isaacs Foundation, Inc./Long Branch/Shenandoah Valley Hot Air Balloon, Wine & Music Festival as additional insured for all days that the participant will be onsite at the event (including set-up). The participant's issuing insurance company must have no less than a B+ rating by A.M. Best. Coverage must be obtained at the participant's own cost. Your application must accompany payment and the Certificate of Liability Insurance.
- **APPLICATION/RELEASE:** Every applicant must sign and return the attached application/release. The Shenandoah Valley Hot Air Balloon, Wine & Music Festival, Long Branch, and the Harry Z. Isaacs Foundation will require removal of work considered to be in violation of these conditions and reserves the right to make final interpretation of all conditions. All applicants must complete in full and sign the application form, binding themselves to the agreements and conditions contained herein.
- **FESTIVAL PACKET:** Those applicants accepted into the Festival will receive a vendor packet the first week of October. This packet includes directions, area hotels, a map of the Festival grounds, and your parking passes (two per accepted applicant). You will be notified of your booth location upon arrival.